



MITAS TRAINING SERIES

OWNER PORTAL

How to View Tenant Data

AGENDA



Owners view Tenant Data



Tenant Certifications

+

o

•

HOME SCREEN

Select a Property

Select "Tenant Data" Menu Option

NJHMFA Owner Portal

Home Lisa Mitas Logout

Property Manager
Tenant Data
Property Forms
Property Documents
Program Requirements
Reports

Welcome to the NJHMFA Owner Portal

Property Owner Details [Help](#)

Mailing Address
Number: 4
Name: ABC Ownership Group
Lisa Mitas
123 Main Street
Dallas, TX 75071
Main: 800-555-1212

Please select a property. Click on a heading to sort the list. Then click an option from the menu on the left.

Managed Properties [Help](#)

Number	Name	Location Address	City	State	Assigned Staff
07970	Highland Gardens	456 Main Street	Hackensack	NJ	Mitas - Lisa Kocsis
07971	Westgate Village	987 Westgate Drive	Hackensack	NJ	Mitas - Lisa Kocsis
07972	Stanton Meadows	8778 Stanton Drive	Hackensack	NJ	Mitas - Lisa Kocsis

Property Information [Help](#)

Property Number/Name: 07970 / Highland Gardens
Property Address: 456 Main Street
Hackensack, NJ 07601
Contact Phone 1: (800)555-1212
Contact Phone 2: (000)000-0000
Fax: (000)000-0000
Fiscal Year End: 00/00

[Compliance Forms and Documents](#) [Send an Email to Helpdesk](#)

TENANT DATA

- Select A Building
- Select A Unit

NJHMFA Owner Portal

Home > Tenant Data Lisa Mitas Logout

Current Property
Property Number/Name: 07970 / Highland Gardens

Please select a building and unit. Then select from options in the menu on the left.

Buildings and Units

Building Number	BIN	Street Name	Unit Number
001	NJ2000001	456 Highland Garden Drive	A
			B
			C
			D

Transactions

Effective Date	Certification Type	Head Of Household	Status
1/1/2023	Move In	Williams, Bob J	Processed

Transaction Detail

Effective Date: 1/1/2023 Tenant No: 389777
 Certification Type: Move In Date Entered: 1/25/2025
 Move-In Date: 1/1/2023 Seq: 0
 Move-Out Date: Household Size: 1
 Next Recertification: 1/1/2024 Number Of Children: 0

Rent / Utility

Tenant Rent:	\$800.00
Utility Allowance:	\$100.00
Assistance:	\$0.00 Type: *
Extra Subsidy:	\$0.00 Type: *
Non Optional Charges:	\$0.00
Contract Rent:	\$800.00
Gross Rent:	\$900.00
Total Tenant Payment:	\$900.00

Miscellaneous

ADA Unit Live In Aid Farm Workers:
 Mental Illness Special Needs Manager Unit:
 HIV / AIDS Homeless Model Unit:
 Domestic Violence Temporary Absent Head Of Household:

LIHTC Student Code: Target: *
 LIHTC Unit Designation: Low Income Unit Disaster Relief Code:
 Processed Flag: Processed

Comments

Household Composition

Household Member	Relationship	Birth Date	Age	SSN	Student	Marital Status	Veteran
Williams, Bob J (1)	Head Of Household	7/24/1966	56	***-**-6789	<input type="checkbox"/>	Single	<input type="checkbox"/>

Household Income

Household Member	Type of Income	Amount	Annual Income
Williams, Bob J (1)	Federal Wage	\$2,000.00	\$2,000.00
			Non Asset Income \$2,000.00
			Asset Income \$0.00
			Imputed Asset Income \$0.00

Household Assets

Household Member	Description	Cash Value	Annual Income	Status
No records to display.				

Program Compliance

HS Program	Inc. AMI%	Max. Income	Rent AMI%	Max Rent
Tax Credits	60	64300.00	60	900.00

Certification
Data

HOME SCREEN



NAVIGATION LINKS

The “Home” link in the upper left side of the Portal will always bring you back to your Home Page.



MITAS TRAINING SERIES

These are the other videos available for this Portal. Please watch all of them before calling NJHMFA staff with your questions.



HOW TO LOGIN AND CREATE NEW USERS

New User Setup and Giving Access to Property Data



VIEWING TENANT CERTIFICATIONS

Viewing all Tenant Certifications



REMOVING A PROPERTY MANAGEMENT COMPANY

Remove the current Property Management Company and submit the required documentation for the New Property Management Company

MITAS TRAINING SERIES



UPLOADING DOCUMENTS – DOWNLOADING FORMS

Learn to submit required Property documents and how to download the latest forms



HOW TO RUN REPORTS

How to run reports and export data.



ANNOUNCEMENTS

- WE WILL SEE YOU AT THE WEBINAR COMING SOON!
- CONTACT ?????????????????? WITH QUESTIONS

- + •
-

THANK YOU